

~~CONFIDENTIAL~~
Security Information

11 September 1952

MEMORANDUM FOR: Deputy Director, Administration
ATTENTION : Classification and Wage Division
FROM : Assistant to the Director
SUBJECT : Reallocation of Grade

1. It is requested that consideration be given to reallocating Job 8 on the Cable Secretariat Table of Organization from Secretary-Receptionist, GS-5 to Administrative Assistant, GS-7.

2. This action is considered necessary in order that the grade of the position may be in conformity with the duties.

3. Prompt action would be appreciated in order that personnel now on duty within the Agency may be interviewed and assignment to the vacancy expedited. It is essential that the vacancy be filled quickly by someone familiar with the function and organization of CIA.

25X1A9a

~~CONFIDENTIAL~~
Security Information

OFFICE OR STAFF DCI		OFFICE CODE A	REQUISITE DATE CONFIDENTIAL	APPROVAL DATE 15 Sept. 1952	CONTROL NO. 217	Page 1 of 2 Pages	
DELETIONS			Security Information			ADDITIONS	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NET CHANGE NEW BR. & DIV. TOTALS	ORGANIZATION CODE (Machine Records)
<u>MESSAGE CENTER</u> <u>SECRETARIAT</u> Secretary (Steno)	GS-318 5	122	<u>MESSAGE CENTER</u> <u>SECRETARIAT</u> Adm Assistant	GS-301 7	125		
<p> JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. <u>16</u> NO CHANGE IN CLASS/ DECLASS/CLASS CHANGED TO: TS S C RET. JUST. NEXT REV DATE _____ REV DATES <u>10/74</u> REVIEWER <u>24945</u> TYPE DOC. <u>OS</u> NO. PGS <u>2</u> CREATION DATE _____ ORG COMP <u>31</u> OF <u>13</u> ORG CLASS <u>C</u> REV CLASS <u>A</u> REV COORD. _____ AUTH: HR 76-3 </p>							
<p>Memorandum for DDA, from Assistant to the Director, dated 11 September 1952.</p>							
NEW OFFICE TOTALS			APPROVAL				
<p>The T/O changes listed above are hereby approved. Please make changes on office records and new machine printed T/O page(s) is</p>							
FORM NO. 30-25 MAY 1952			<p>Approved For Release 2000/04/14 : CIA-RDP78-03568A000300070006-5</p>			<p>Chief, Class. & Wage Div.</p>	
T/O CHANGE AUTHORIZATION							

25X1A9a